**UCC-1 instructions as of June 23, 2015

CORRECT MAILING ORDER:**
1. UCC-1
2. UCC-1ad
3. Hold Harmless Agreement
4/5. Copyright Notice (2 pages)
6. F56 PR front
7. F56 PR back
8. F56 DC front
9. F56 DC back
10. W8-BEN front
11. W8-BEN/affidvait back
12. copy of Bond
13. copy of BC STAMPED/signed “A4V”

IMPORTANT:
-Mail copies of all documents, you should keep your Original sets, as they don’t return your documents
-Do not add any extra cover pages
-Do not Staple or paperclip
-Use full page size envelope like a 11” or 12” by 9” manilla envelope, where you don’t have to fold (never fold your filings)
-Send with Certified Mail + Green Card (Return Receipt) or, if time of the essence, Express Mail with option of Cert Mail + Green Card attached for better Records/proof of delivery